



# Workplace Violence Prevention and Response Plan

## ***SUMMARY***

*The following summary contains the Table of Contents and Introduction sections (purpose, goals and objectives) of the Minnesota Department of Agriculture Workplace Violence Prevention and Response Plan that are available to the public.*

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*This workplace Violence Prevention and Response Plan and associated documents are “security information” under Minnesota Statutes section 13.37 and are not accessible to the public.*

*March 2, 2022*

# Introduction

The Minnesota Department of Agriculture (MDA) has zero tolerance of workplace violence. The MDA strives to achieve a work environment that is free from threats and acts of violence.

## Purpose

This Plan outlines methods and actions to be taken to prevent and plan for potential incidents of workplace violence at the Minnesota Department of Agriculture.

Workplace violence is defined as follows: “Behavior that results in the actual or reasonably perceived threat of physical or emotional harm to an individual or property.”

Workplace is defined as follows: “A location where employees perform job duties. The location need not be a permanent location, physical building, or state owned/leased property.”

Workplace violence generally falls into three categories:

1. A violent act or threat by a current or former employee; or someone who has some involvement with a current or former employee, such as an employee’s spouse, significant other, relative, or another person who has had a dispute with an employee.
2. A violent act or threat by a customer or someone receiving service from the agency.
3. A violent act by someone totally unrelated to the work environment, with the intent to commit a criminal act such as robbery or bombing.

## Goals and objectives

The Minnesota Department of Agriculture has a policy of zero tolerance of workplace violence. It is an agency goal to achieve a work environment that is free from threats and acts of violence. The Minnesota Department of Agriculture objectives are to:

- Develop awareness among employees and customers about violence in the workplace, its prevention, and the agency violence prevention plan.
- Develop and provide education and training opportunities for employees at all organizational levels which includes the following information:
  - Agency violence prevention plan
  - Effects of workplace violence
  - Prevention of workplace violence
  - Supervisory/managerial responsibilities
  - Employee responsibilities
  - Incident response procedures
- Develop procedures to be used when incidents, as defined in the violence prevention plan, occur.

- Ensure facility security plans are communicated to appropriate staff.
- Communicate personal security procedures and avenues for assistance with violence issues to employees.
- Develop procedures to continually monitor and evaluate the effectiveness of the violence prevention plan.